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OCA 87-6153
23 December 1987

NOTE FOR: See Distribution

FROM: David D. Gries
Director of Congressional Affairs

STAT

SUBJECT: Guidelines for Contact with Congress

As you are aware, the Office of Congressional Affairs has produced a paper entitled "Guidelines for Contact with Congress." Your office last saw the Guidelines in October when they were sent around for coordination. The Director has officially approved the Guidelines and sent copies to the Senate and House Intelligence Committees. He has asked me to distribute the Guidelines to you. Please note that the Guidelines, though unclassified, are marked Official Use Only.

Attachment

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OCA 87-5165

29 October 1987

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NOTE FOR: ☒ The Director
 The Deputy Director

FROM: Dave Gries ☐

STAT

SUBJECT: Guidelines for Contacts with Congress

Last July during a conversation with Clair George and me, you examined two guidelines developed in the Office of Congressional Affairs for making decisions on responding to Congressional requests. The guidelines looked appropriate, you commented, but did the Agency adhere to them? Reflecting on that discussion later, I concluded that my Office should do more than it has in the past to make Agency officers aware of and adhere to established rules. For instance, rules have not always been spelled out and written down in a comprehensive fashion.

The attached guidelines are aimed at rectifying that problem. They are the product of nearly three months of drafting and a month of coordinating with the officers who sit at the table during your Tuesday morning staff meeting, plus ☐ as well as with a number of former directors and deputy directors of Congressional Affairs.

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With your approval, we plan to circulate these guidelines to officers in contact with Congress.

Attachment

Approved.
Wm. Webster

16 DEC 1987



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